



A FEW TIPS FOR PREPARING YOUR APPLICATION

- ✎ **Follow the instructions.**
 - Carefully read the **General Information & Provisions**, the **Program-Specific Information & Guidelines**, and the **Instructions** on the application.
- ✎ **Answer grant application the questions.**
- ✎ **Be sure the narrative flows logically.**
- ✎ **Sell it!**
 - Focus on what your plan and this project will do for the users – not for your library.
 - Be persuasive in describing a compelling need for your users.
 - Use quantitative and qualitative evidence.
 - Provide specific examples of problems or needs of your users.
 - Leave the reader with no doubt that you have a plan in place that this money will help to advance. It isn't just about the money.
- ✎ **Remember the three C's: Clear, Concise, Complete.**
 - Use language that's easy to understand.
 - Avoid jargon.
 - Provide all the information needed to make your case but don't overwhelm the reader.
- ✎ **Write for an unfamiliar reader.**
 - Remember that the person reading your application may not know much about your library or your particular community.
 - Ask others to read it and give you feedback.
- ✎ **Your word processor is your friend; use its features!**
 - Spell check helps, but it doesn't replace a human reader.
 - If it was written by a committee, standardize fonts and flow so it doesn't look that way.
 - Number pages.
 - Use bullets and/or numbers.
 - Use white space.
- ✎ **Asking questions is encouraged.**

The State Library really *wants* to give you money. Please ask if/when you have questions:

 - Check the website <http://statelibrary.ncdcr.gov/lsta/lsta.htm>
 - Call your liaison consultant <http://statelibrary.ncdcr.gov/ld/liaison.html>
 - Contact Library Development at 919-807-7400.